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ABSTRACT

This document is a step-by-step guide for librarians who wish to host children's authors and illustrators at school and public libraries. Topics include reasons for having an author/illustrator visit; preliminary planning and making proposals; making initial contacts; the program plan, including types of events, examples of successful visits and building coalitions; budgeting, space and equipment needs; the importance of correspondence; publicizing/advertising the visit; planning for autographing; final preparations, including confirming the visit, reviewing the itinerary, and scheduling a reception; evaluating the events; alternatives to author/illustrator visits, including teleconferences, educational television/cable hook-ups and video visits; and handling awkward moments. Appendices include an author visit planning checklist/worksheet and a list of children's book publishers and their contacts. (AEF)

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